

SIGN COPY \_\_\_\_\_ SIGN ADDRESS \_\_\_\_\_

CITY OF CARMEL/CLAY TOWNSHIP, HAMILTON COUNTY, INDIANA  
**SIGN PERMIT APPLICATION**

DATE RECEIVED: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ OVERLAY ZONE: 31 \_\_\_\_\_ 421 \_\_\_\_\_ 431 \_\_\_\_\_ OLD TOWN: YES \_\_\_\_\_ NO \_\_\_\_\_

REQUIRED APPROVALS: Plan Commission Docket # \_\_\_\_\_ BZA Docket # \_\_\_\_\_  
IS AN IMPROVEMENT LOCATION PERMIT REQUIRED FOR THIS BUILDING/TENANT SPACE? \_\_\_\_\_  
IF YES, STATE PERMIT NUMBER ISSUED \_\_\_\_\_

SIGN TYPE-circle one: WALL GROUND ROOF PROJECTING SUSPENDED PORCH WINDOW OTHER

NO. OF SIDES \_\_\_\_\_ SIGN STATUS-circle appropriate response(s): NEW EXISTING PERMANENT TEMPORARY

OVERALL SIGN HEIGHT FROM GROUND: \_\_\_\_\_ FT. OVERALL SIGN DIMENSIONS: \_\_\_\_\_ FT. x \_\_\_\_\_ FT.

TOTAL SIGN AREA: Requested \_\_\_\_\_ SQ.FT. Permissible \_\_\_\_\_ SQ.FT. COLORS: \_\_\_\_\_

BUILDING OR TENANT SPACE FRONTAGE DIMENSION: \_\_\_\_\_ FT. BUILDING TYPE: \_\_\_\_\_

SETBACK OF SIGN FROM NEAREST RIGHT-OF-WAY: \_\_\_\_\_ FT.

LOGO DIMENSIONS: \_\_\_\_\_, LOGO IS \_\_\_\_\_ PERCENT OF SIGN AREA

ARE THERE ANY EXISTING SIGNS ON THIS SITE? IF YES, EXPLAIN \_\_\_\_\_  
\_\_\_\_\_

SHOPPING CENTER OR COMPLEX NAME: \_\_\_\_\_

\_\_\_\_\_ I CERTIFY THAT A PICTURE OF THIS SIGN WILL BE SUBMITTED TO THE DEPARTMENT OF COMMUNITY SERVICES WITHIN ONE (1) WEEK AFTER ERECTION OF THE SIGN.

-OR-

\_\_\_\_\_ I WOULD PREFER A \$104.00 INSPECTION FEE BE ADDED TO THE COST OF THIS PERMIT TO COVER THE COST OF THE STAFF OF THE DEPARTMENT OF COMMUNITY SERVICES TAKING THIS PICTURE.

**TWO COPIES OF THE FOLLOWING DOCUMENTATION ARE REQUIRED FOR THE REVIEW OF THIS SIGN PERMIT:**

- \* COMPLETED APPLICATION
- \* SITE PLAN (depicting all dimensions, setbacks and proposed sign location)
- \* SIGN ELEVATIONS (depicting all dimensions, copy and color)
- \* BUILDING OR TENANT SPACE ELEVATION (depicting frontage dimensions and proposed sign location)
- \* LANDSCAPE PLAN: **Required** for ground signs (depicting the planting, mature heights and caliper)

\* See Samples Attached

**SIGN PERMIT FEES:**

- PERMIT APPLICATION ..... \$83.00
- SIGN ERECTION ..... \$33.25 PER SIGN FACE PLUS \$1.76 PER SQUARE FOOT
- REPLACEMENT OF SIGN FACE IN AN EXISTING CABINET--\$33.25 PLUS \$1.76 PER SQUARE FOOT

THE UNDERSIGNED CERTIFIES THAT THE FOREGOING SIGNATURES, STATEMENTS AND ANSWERS HEREIN CONTAINED AND THE INFORMATION HERewith SUBMITTED ARE IN ALL RESPECTS TRUE AND CORRECT, AND THIS SIGN WILL BE ERECTED AND MAINTAINED IN ACCORDANCE WITH ALL APPLICABLE LAWS OF THE STATE OF INDIANA, AND THE ZONING ORDINANCE OF CARMEL/CLAY TOWNSHIP, INDIANA AND ALL ACTS AMENDATORY THERETO, AND SHALL BE ERECTED WITHIN SIX (6) MONTHS OF THE DATE OF ISSUANCE OR THIS PERMIT IS NULL AND VOID.

FURTHER, THE UNDERSIGNED CERTIFIED BY SIGNING THIS APPLICATION THAT ALL REPRESENTATIVES OF THE DEPARTMENT OF COMMUNITY SERVICES ARE ADVISORY.

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
BUSINESS OWNER'S SIGNATURE

\_\_\_\_\_  
PROPERTY OWNER'S NAME (PLEASE PRINT)

\_\_\_\_\_  
BUSINESS OWNER'S NAME (PLEASE PRINT)

SIGN COMPANY: \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

THE FOLLOWING ITEMS ARE CONCERNS BY STAFF OR PRIOR COMMITMENTS THAT MUST BE ADHERED TO AS A CONDITION OF THE ISSUANCE OF THIS PERMIT (PLEASE INITIAL EACH ITEM INDIVIDUALLY):

1) x \_\_\_\_\_

2) x \_\_\_\_\_

3) x \_\_\_\_\_

4) x \_\_\_\_\_

5) x \_\_\_\_\_

SIGN PERMIT APPLICATION \$ \_\_\_\_\_

SIGN ERECTION - Improvement Permit \$ \_\_\_\_\_

INSPECTION FEE (Required if photography not provided) \$104.00 **OR** Photo will be provided

TOTAL FEE \$ \_\_\_\_\_

PERMIT ISSUED BY: \_\_\_\_\_ FEE RECEIVED BY: \_\_\_\_\_

RELEASED STAMP:

PAID STAMP:

#### **25.07.01-04 Prohibited Signs.**

The following types of signs are prohibited:

- a) Signs which contain statements, words, or pictures of an obscene, indecent, or immoral character, such as will offend public morals or decency.
- b) Signs which contain or are in imitation of an official traffic sign or signal or contain the words "stop", "slow", "caution", "danger", "warning" or similar words, unless permitted in another section of this Ordinance.
- c) Signs which are of a size, location, movement, content, coloring, or manner of illumination which may be confused with or construed as a traffic or street sign or signal.
- d) Signs which advertise an activity, business, project or service no longer conducted on the premises upon which the sign is located.
- e) Signs which move by design or have a major moving part.
- f) Signs consisting of banners, posters, pennants, ribbons, streamers, strings of light bulbs, spinners or similar devices, unless they are permitted specifically by other sections of this Ordinance.
- g) Signs which swing or otherwise noticeably move as a result of wind pressure because of the manner of their suspension or attachment and whose movement can be construed as dangerous by the Administrator.
- h) Signs which are located in such a manner as to obstruct the view of the intersection of a street or highway with a railroad crossing.
- i) Signs which are located upon, over, or in any street or highway right-of-way, except for official highway signs.
- j) Portable signs which are portable or moveable, except as permitted under provisions of this section.
- k) Signs which are established on trees, utility poles and fences.
- l) Signs which advertise goods, products, services or facilities or direct persons to a different location (or to a telephone number at a different location) from where the sign is installed. (Off-premise signs require a Developmental Standards Variance from the Board.)
- m) Suspended Signs and Projecting Signs, except in Old Town Carmel.
- n) Signs which are not included under the types of signs permitted in this Ordinance.
- o) Lighter than air advertising devices.
- p) Roof Signs on residences which have been converted to office, business and/or manufacturing uses.
- q) It shall be prohibited to park or use a vehicle in such a way as to function as a sign, defined to include the parking of any vehicle, trailer or similar movable structure containing or supporting any signage between the right-of-way line and any public street and forward of the Front Line of Building of the Principal Building, with the exception of:
  - (i) Vehicles actively involved in construction on or serving of the site;
  - (ii) Vehicles delivering products to the site in designated loading areas;
  - (iii) Vehicles parked in designated truck parking areas of a development that have been screened from or are not generally visible from the public right-of-way;
  - (iv) Passenger vehicles, pick-up trucks, and vans of a size that can fully fit within a standard parking space, containing signs painted on or permanently affixed on the doors or integral body panels that do not exceed sixteen (16) square feet in area.

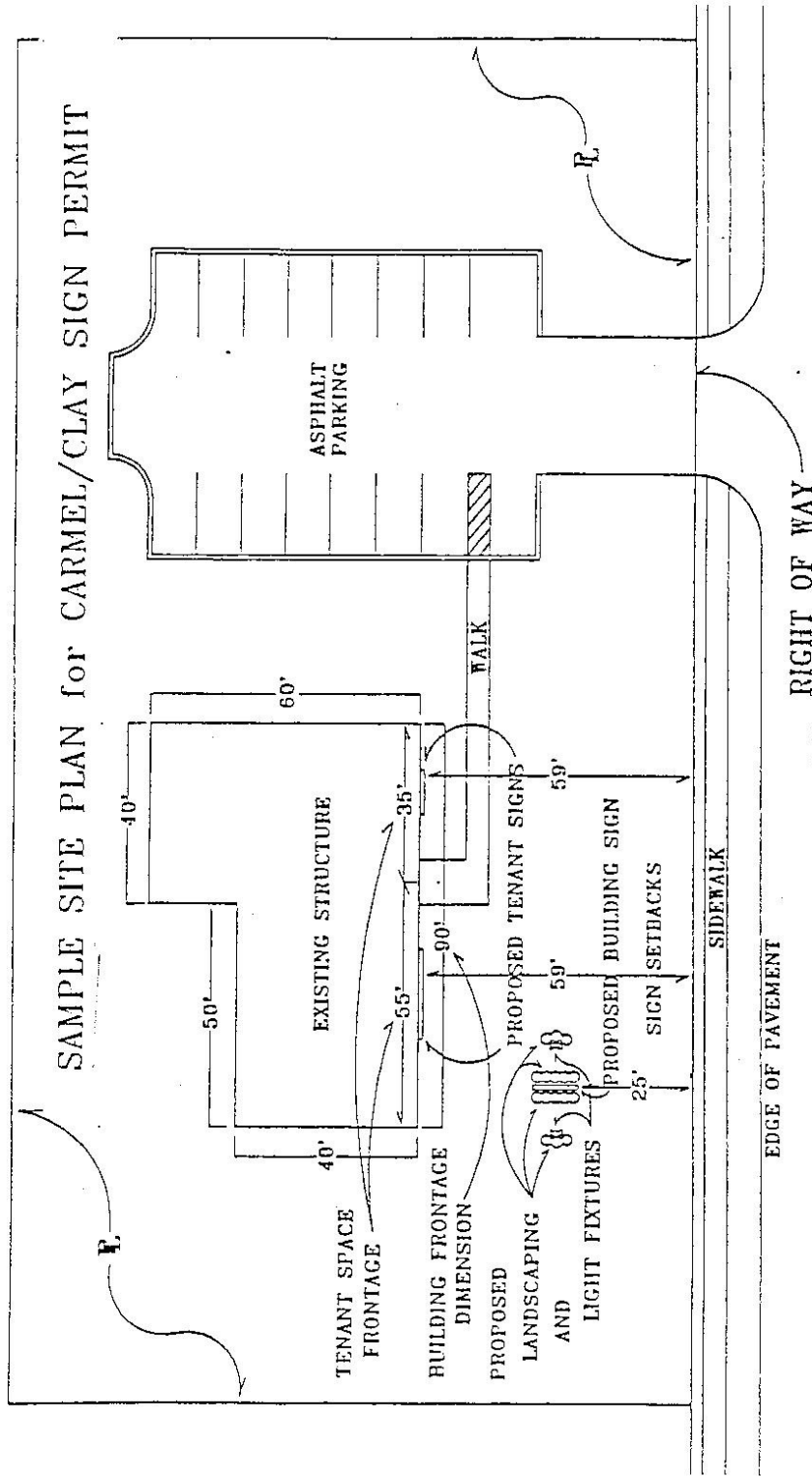
**Sign Chart A: Non-Freeway<sup>20</sup>**

**SINGLE TENANT & MULTI-TENANT BUILDINGS (Ground Floor & Multi-Level)**

<b>Distance of Sign from Street Right-of-Way* (minimum of 5 feet)</b>	<b>Building Frontage (Tenant Unit)</b>	<b>Maximum Sign Area</b>	<b>Maximum Height of Ground Sign</b>
5 – 50 feet	under 50 feet	30 sq. ft.	6 feet
	51 - 100 feet	45 sq. ft.	6 feet
	101 - 150 feet	60 sq. ft.	6 feet
	151 - 300 feet	75 sq. ft.	6 feet
51-100 feet	under 50 feet	35 sq. ft.	6 feet
	51 -100 feet	60 sq. ft.	6 feet
	101 - 150 feet	80 sq. ft.	6 feet
	151 -300 feet	95 sq. ft.	6 feet
101 – 300 feet	under 50 feet	40 sq. ft.	6 feet
	51 - 100 feet	75 sq. ft.	6 feet
	101 - 150 feet	90 sq. ft.	6 feet
	151 - 300 feet	105 sq. ft.	6 feet
Over 300 feet	under 50 feet	50 sq. ft.	7 feet
	50 - 100 feet	90 sq. ft.	7 feet
	101 - 100 feet	100 sq. ft.	7 feet
	151 - 300 feet	115 sq. ft.	7 feet
	300 + feet	150 sq. ft.	7 feet

\* Street Right-of-Way, as designated in the Thoroughfare Plan.

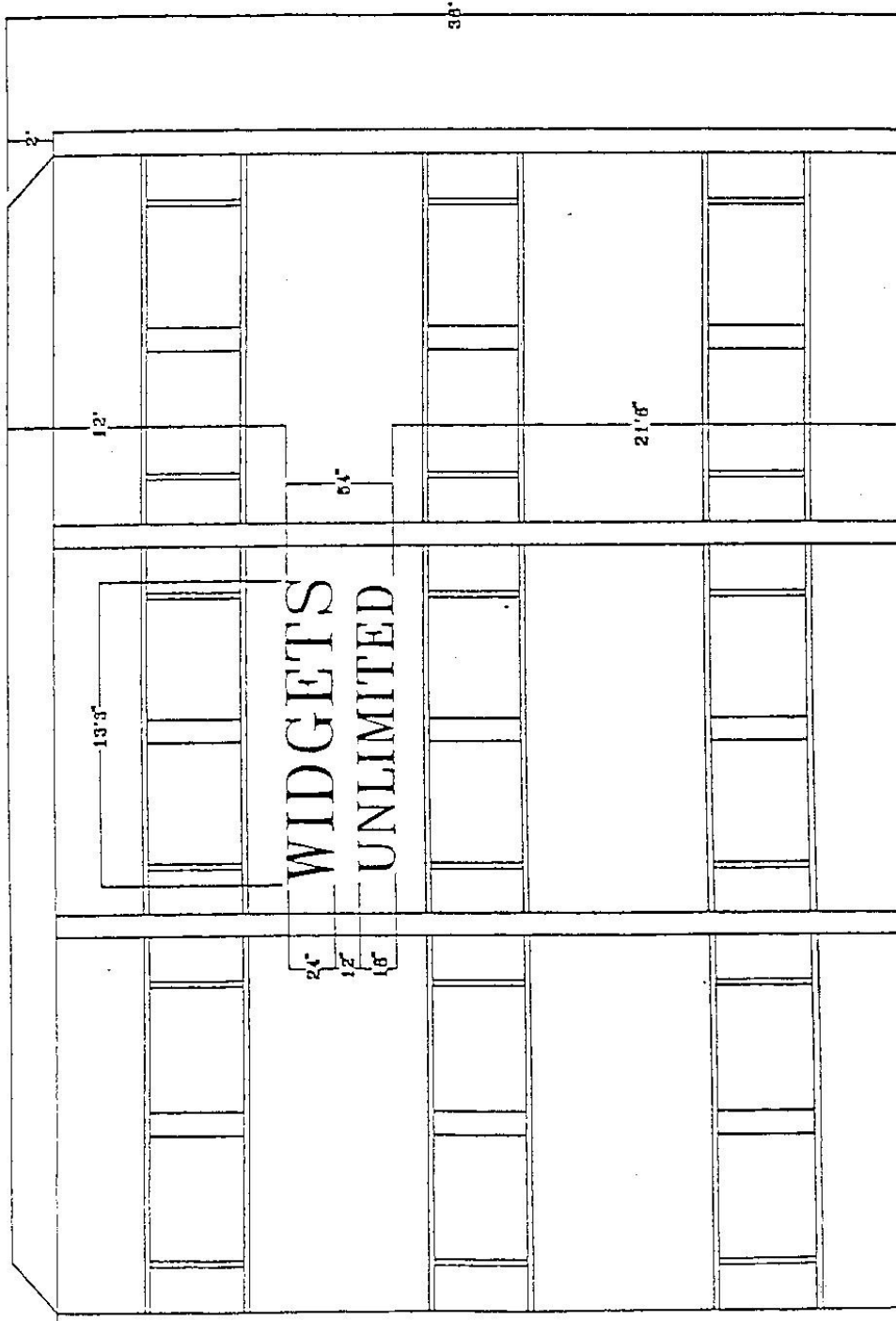
# SAMPLE SITE PLAN for CARMEL/CLAY SIGN PERMIT



SCALE: 1"=30'

STREET 

*Example*



# EAST ELEVATION

SCALE: 5/32" = 1'

U-110 PAN CHANNEL IND. ILLUM. LETTERS

SAMPLE BUILDING  
ELEVATION for  
CARMEL/CLAY  
SIGN PERMIT

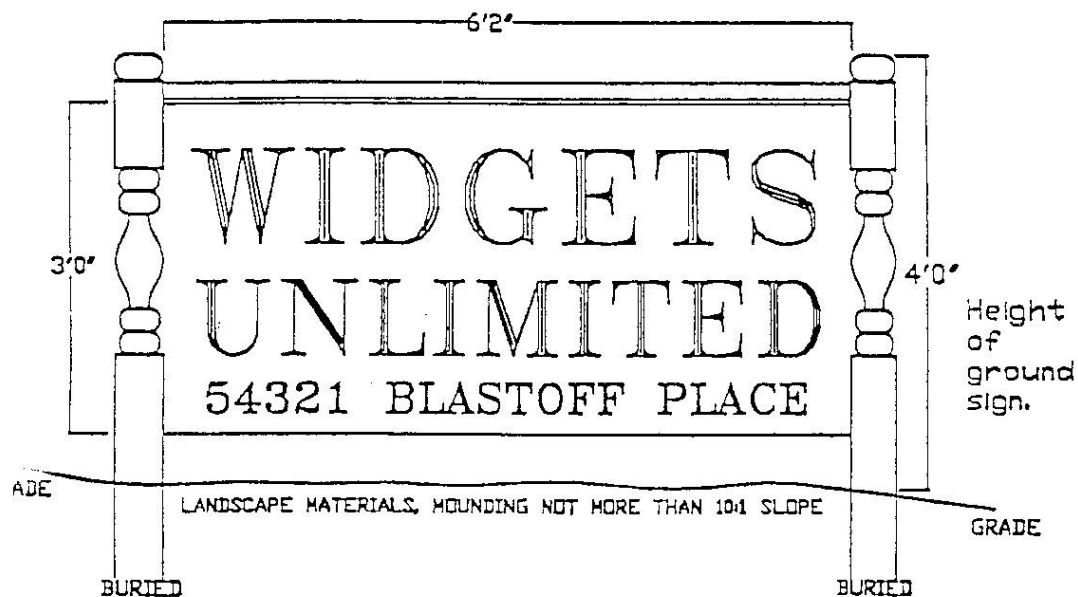
*Sample*

SAMPLE SIGN ELEVATION for CARMEL/CLAY SIGN PERMIT

COLORS: White background, lettering  
white and red as shown

LIGHTED: Two shielded spots  
(one on each side)  
Installed at ground level,  
directed on center of sign.  
(dusk to midnight)

*Example*



SIGN: Will be constructed of- 5" square porch posts  
3/4" crezon (marine plywood)  
professionally painted

.85 sq. ft. (sign area)= 3' X 6'2"

LANDSCAPING will consist of 8-10 carpet junipers  
(landscape equal to sign area)

SCALE: 3/4" = 1'